

November 25, 2003

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FCC  
Office of the Secretary  
445 12<sup>th</sup> Street SW  
Washington, DC 20554

Re: Letter of Appeal  
FRN 713111 & 713773 start date 02/04/2003 Emerson Board of Education  
Application number: 280479  
Billed Entity Number: 122909  
CC Docket No. 02-6

Dear Sir or Madam:

In Funding Year 2001, Thomas Communications & Technologies, LLC (TC&T) finished the necessary paperwork for Emerson Board of Education, due to the quick departure of a school employee who was designated their E-rate processor. In the time between the departure and when TC&T took over, a Form 486 for the above mentioned application was not filed on time. TC&T would like to appeal the start date of the late Form 486 that was filed for the following reasons:

1. The individual in the district who was responsible for the processing of E-rate forms was terminated. When this person left, he did not give clear direction to the district what their next step in the E-rate process would be for this application. The position was abolished and the responsibility of filing E-rate forms was never re-assigned to any one individual.
2. The Form 471 application was filed on a timely basis, but because of priorities in the district e.g., school construction, referendum planning, budget development, negotiation, etc. and the numerous complexities of the program, the Form 486 deadline was missed.

We would appreciate your consideration to the granting of an appeal and changing the service start date on the Form 486 for Emerson Board of Education to July 1, 2001 for the completion of the program year.

Sincerely,  
**THOMAS COMMUNICATIONS & TECHNOLOGIES, LLC**

Michelle L. Chemotti  
Production Manager of E-Rate Services

MLC:amz

Enclosure

[Addressee]  
[Company/District]  
[Date]  
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